

7111 - LOG CABIN PROGRAM ADMINISTRATOR

NATURE OF WORK

This is administrative and specialized professional work planning, organizing, developing and operating all phases and levels of a program providing training for independent living for people with development disabilities. Includes developing and implementing procedures to ensure conformance with State and Federal guidelines and regulations. Supervision is exercised over subordinate personnel involved in carrying out program daily activities. Work is performed under general supervision.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Holds office of the President of Log Cabin Enterprises, Inc. Board of Directors (501 C3 Non-For-Profit Corporation).

Ensures program compliance with City, State and Federal laws and regulations.

Hires, orientates and supervises professional and para-professional program personnel.

Develops and writes grants intended to provide services to individuals with developmental disabilities.

Serves as liaison to funding sources, contract monitors, quality assurance members and fiscal auditors involved with all of the rehabilitation programs.

Participates in community events, public relations activities, and meetings, and serve on community committees and boards which will help to develop the services of the agency and its standing in the community.

Works with community and public officials explaining and promoting the programs for the developmentally disabled.

Serves as liaison to families and clients as appropriate.

Participates in agency-wide meetings with clients, staff and Board members as deemed appropriate.

Directs staff and other related duties as requested to include the quality of services throughout the agency.

Develops operating procedures for the program in accordance with the State and Federal guidelines.

Writes City resolutions and ordinances concerning the program for the developmentally disabled.

Advises and assists in replacing existing equipment and in purchasing new equipment, materials, and supplies necessary for the center for the developmentally disabled.

Acts a liaison with various City departments, community agencies and groups or individuals who are concerned with the needs of the developmentally disabled.

Assists in controlling all expenditures for the programs for the developmentally disabled as well as preparing the budget for these programs.

Prepares reports and correspondence as required.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of education and training practices, methods and techniques, particularly as they

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apply to the training of mentally and emotionally handicapped persons.
Considerable knowledge of the special needs of the mentally and emotionally handicapped.
Knowledge of the facilities and equipment necessary in providing effective training programs for this specialized clientele.
Knowledge of community services available for the emotionally and behavioral handicapped and of the sources of funds to support a training program for such persons.
Knowledge of current State and Federal legislation and regulations pertaining to the operation of training programs for the handicapped.
Knowledge of supervisory principles and practices.
Knowledge of budget preparation.
Ability to supervise subordinates in a manner conducive to full performance and high morale.
Ability to plan, operate, and monitor programs to ensure compliance with established rules, regulations, ordinances, goals and objectives.
Ability to analyze program problems and make sound recommendations for their solution.
Ability to establish and maintain effective working relationships with employees, officials of other agencies, clients, parents or guardians of clients, and the general public.
Ability to train instructional staff in the proper techniques and methods in working with the specialized problems and needs of the trainees.
Ability to express ideas and information clearly and concisely, both verbally and in writing, and, in particular, to prepare effective grant proposals and meaningful reports.

MINIMUM REQUIREMENTS

Master's Degree in Special Education or a related field from an accredited College or University; at least two (3) years full time paid experience in the field of Special Education; at least one (1) year supervisory experience. Experience in Behavior Management preferred. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Some walking between buildings and lifting plants, trees and soil.

SUPERVISION RECEIVED

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General assignments are received from the Housing and Community Development Director. Work is performed with considerable latitude for use of independent judgement and is reviewed through periodic conferences and review of reports.

SUPERVISION EXERCISED

Supervision is exercised over Log Cabin staff.

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